


Department of Veterans Affairs

POSITION SENSITIVITY LEVEL DESIGNATION

SUBJECT OF DESIGNATION	POSITION TITLE/GRADE
	POSITION DESCRIPTION NO. (PD #)

STATION NUMBER/ORGANIZATION

NOTE: Each position within the VA requires a designation of its position sensitivity. The VA procedures involve as a first step, the designation of the program in which the position is placed. This is accomplished first by assessing the program's impact on the efficiency of the service at 1 of 7 impact descriptions ranging from Maximal to Minimal. The program's scope of operations in terms of the efficiency of the service is then determined at 1 of 7 scope descriptions ranging from Worldwide to Areawide. Designation of the program's placement is accomplished by converting the combined impact and scope descriptions to a program's placement. The position within the program is then assessed in terms

of 5 risk factors relating to the efficiency of the service: Degree of Public Trust; Fiduciary (Monetary) Responsibility, Importance to Program; Program Authority Level; and Supervision Received. Risk points are assigned under each risk factor. The number of points assigned under each factor varies from 7 points for greatest risk to 1 point for least risk. The total risk points for the position in combination with the program's placement determines placement of the position. Final adjustment factors upward or downward are made to determine the final position sensitivity level.

STEP 1 - PROGRAM PLACEMENT

NOTE: Step 1 involves designation of the program for its impact and scope as related to the efficiency of the service. VA Handbook 0710, Appendix A, describes a program placement description conversion chart and specific criteria for determining the placement of each program. Using the criteria as referenced, determine the programs below.

IMPACT ON EFFICIENCY OF SERVICE (*Major, Substantial, Moderate, Limited*)SCOPE OF OPERATIONS FOR EFFICIENCY OF SERVICE
(*Worldwide, Governmentwide, Multi-agency, Agency*)

NOTE: The total program placement is determined by combining the Impact on Efficiency of Service and Scope of Operations for Efficiency of Service descriptions.

TOTAL PROGRAM PLACEMENT (*Major, Substantial, Moderate, Limited*)**STEP 2 - POSITION PLACEMENT**

NOTE: Step 2 involves designation of the position for its degree of risk upon the program in terms of the efficiency of the service. In designating position placement, the duties and responsibilities of the position must be considered in the context of the program, and the risk of position has for damage or abuse to the program. The procedure requires a determination of the impact on the program under each of the five risk factors and the assignment of points under each risk factor. Using the criteria as referenced, determine the programs:

LINE NO.	RISK FACTORS (<i>VA Handbook 0710, Appendix A</i>)	RISK POINTS	
1.	Degree of Public Trust		
2.	Fiduciary (Monetary) Responsibility		
3.	Importance to Program		
4.	Program Authority		
5.	Supervision Received		
6.	TOTAL (Lines 1 thru 5) ►		

STEP 3 - FINAL ADJUSTMENT

NOTE: Some positions, by the very nature of the duties and responsibilities of the program or the positions, will require designation at certain levels of sensitivity. Final adjustment in the designation process must take into account unique factors specific to positions, and the organizational need for uniformity of operations. VA Handbook 0710, Appendix A, contains special factor adjustment criteria covering these types of positions.

FINAL SENSITIVITY LEVEL DESIGNATION (*Select the appropriate position sensitivity level, i.e., SS, CS, NCS, NS, HR, MR, LR*)

SIGNATURE AND TITLE OF VA POSITION SENSITIVITY DESIGNATOR

DATE


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